



DONALD H. BLEVINS
Chief Probation Officer

COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY – DOWNEY, CALIFORNIA 90242
(562) 940-2501



ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

#55 JUNE 1, 2010

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

June 01, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

AUTHORIZATION TO ACCEPT FUNDING FOR THE EVIDENCE – BASED PROBATION SUPERVISION PROGRAM ADMINISTERED BY THE CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)

(ALL SUPERVISORIAL DISTRICTS - 3 VOTES)

SUBJECT

The Probation Department (Probation) is requesting that your Board authorize the Chief Probation Officer to accept funding for the Evidence – Based Probation Supervision (EBPS) Program administered by the California Emergency Management Agency (Cal EMA).

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Chief Probation Officer to accept Probation's funding allocation for the EBPS Program in the estimated amount of \$11,193,266 administered by Cal EMA.
2. Approve seventy-six (76) ordinance and budgeted grant funded positions (Attachment 1) pursuant to Section 6.060.20 of the county code, and subject to the Chief Executive Office review and allocation.
3. Authorize the Chief Probation Officer, or his designee, to execute the Grant Award Agreement (GAA), to serve as Project Director, and to sign and approve any modifications to the GAA that do not increase the net County cost (NCC) and as to form by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Probation intends to implement an evidence-based supervision program within the Adult Field Services Bureau, designed to increase the potential for probationers to successfully complete probation; thereby, promoting public safety. To further program goals, it is the intent of Probation to assign staff to closely supervise small caseloads of higher risk adult offenders using evidence based supervision practices that target the unique criminogenic needs of each probationer. Interventions include the use of graduated sanctions and evidence based casework curriculum.

Implementation of Strategic Plan Goals

The recommended actions support the Countywide Strategic Plan Goal #1 Operational Effectiveness; and Goal #5 Public Safety.

FISCAL IMPACT/FINANCING

The total grant award amount is \$11,193,266 (Attachment 2) and is one-time funding from October 01, 2009 through September 30, 2012. There is no Net County Cost (NCC) match requirement.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On November 5, 2009, Cal EMA released the Request for Application (RFA) for the Evidence – Based Probation Supervision Program. A total of \$44,576,000 is available for local assistance through federal Edward Byrne Memorial Justice Assistance Grant (JAG) program funding provided by the American Recovery and Reinvestment Act (Recovery Act) of 2009. To be considered for funding, a complete application was required to be submitted to Cal EMA.

On December 8, 2009 your Board authorized the Chief Probation Officer to submit an application and the necessary documents to Cal EMA. On December 31, 2009, Probation submitted the application for funding. On April 13, 2009, Cal EMA approved Probation's application in the amount of \$11,193,266 subject to Budget approval.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The grant funds will support evidence-based intensive supervision caseloads for adult felon probationers, with the intent of reducing the likelihood that these probationers will commit new crimes or other violations and be sent to prison. The ultimate impact will be the rehabilitation of the offender, resulting in the increase of public safety.

Respectfully submitted,

A handwritten signature in blue ink, reading "Donald H. Blevins". The signature is written in a cursive style with a large initial "D" and a stylized "B".

DONALD H. BLEVINS
Chief Probation Officer

DHB:TH:ds

Enclosures

c: Executive Office/Board of Supervisors
County Counsel
Chief Executive Office

Attachment 1

Probation staff requested for the Evidence-Based Probation Supervision (EBPS) Program:

Deputy Probation Officer II (DPOII)	Supervising Deputy Probation Officer (SDPO)	Intermediate Typist Clerk (ITC)	Administrative Services Manager I	Senior Secretary III	Supervising Program Analyst	Program Analyst	Senior Probation Director	Total
55	6	6	1	1	1	5	1	76

BUDGET CATEGORY AND LINE ITEM DETAIL

A. Salaries/Employee Benefits Grant Period: October 1, 2009 - September 30, 2012		COST
1st Year Salaries/Employee Benefits		
Salaries are from July 1, 2010 through September 30, 2010 (3 - months)		
<u>No. of Staff</u>	<u>Position</u>	
1	Senior Probation Director at \$10,083 monthly at 100%	\$30,249
1	Senior Secretary III at \$4,333 monthly at 100%	\$12,999
6	Supervising Deputy Probation Officers (SDPO) at \$6,333 monthly at 100%	\$113,994
55	Deputy Probation Officers (DPOII) at \$5,750 monthly at 100%	\$948,750
6	Intermediate Typist Clerk (ITC) at \$2,833 monthly at 100%	\$50,994
1	Administrative Services Manager I at \$6,250 monthly at 100%	\$18,750
1	Supervising Program Analyst at \$8,333 monthly at 100%	\$24,999
5	Program Analyst at \$5,833 monthly at 100%	<u>\$87,495</u>
	Subtotal	<u>\$1,288,230</u>
Employee Benefits are from July 1, 2010 through September 30, 2010 (3 - months)		
<u>No. of Staff</u>	<u>Position</u>	
1	Senior Probation Director at a benefit rate of 52.89%	\$16,000
1	Senior Secretary III at a benefit rate of 53.85%	\$7,000
6	Supervising Deputy Probation Officers (SDPO) at a benefit rate of 46.05%	\$52,500
55	Deputy Probation Officers (DPOII) at a benefit rate of 50.72%	\$481,250
6	Intermediate Typist Clerk (ITC) at a benefit rate of 55.88%	\$28,500
1	Administrative Services Manager I at a benefit rate of 54.66%	\$10,250
1	Supervising Program Analyst at a benefit rate of 54.00%	\$13,500
5	Program Analyst at a benefit rate of 45.71%	\$40,000
	Subtotal	<u>\$649,000</u>
	Total 1st Year	<u>\$1,937,230</u>
2nd Year Salaries/Employee Benefits		
Salaries are from October 1, 2010 through September 30, 2011 (12-months)		
<u>No. of Staff</u>	<u>Position</u>	
1	Senior Probation Director at \$10,083 monthly at 100%	\$120,996
1	Senior Secretary III at \$4,333 monthly at 100%	\$51,996
6	Supervising Deputy Probation Officers (SDPO) at \$6,333 monthly at 100%	\$455,976
55	Deputy Probation Officers (DPOII) at \$5,750 monthly at 100%	\$3,795,000
6	Intermediate Typist Clerk (ITC) at \$2,833 monthly at 100%	\$203,976
1	Administrative Services Manager I at \$6,250 monthly at 100%	\$75,000
1	Supervising Program Analyst at \$8,333 monthly at 100%	\$99,996
5	Program Analyst at \$5,833 monthly at 100%	\$349,980
	Subtotal	<u>\$5,152,920</u>
Employee Benefits are from October 1, 2010 through September 30, 2011		
<u>No. of Staff</u>	<u>Position</u>	
1	Senior Probation Director at a benefit rate of 52.89%	\$64,000
1	Senior Secretary III at a benefit rate of 53.85%	\$28,000
6	Supervising Deputy Probation Officers (SDPO) at a benefit rate of 46.05%	\$210,000

BUDGET CATEGORY AND LINE ITEM DETAIL

55	Deputy Probation Officers (DPOII) at a benefit rate of 50.72%	\$1,925,000
6	Intermediate Typist Clerk (ITC) at a benefit rate of 55.88%	\$114,000
1	Administrative Services Manager I at a benefit rate of 54.66%	\$41,000
1	Supervising Program Analyst at a benefit rate of 54.00%	\$54,000
5	Program Analyst at a benefit rate of 45.71%	\$160,000
Subtotal		\$2,596,000
Total 2nd Year		\$7,748,920
3rd Year Salaries/Employee Benefits		
Salaries are from October 1, 2011 through September 30, 2012 (No expenditures for 3rd Year)		
<u>No. of Staff</u>	<u>Position</u>	
1	Senior Probation Director at \$10,083 monthly at 100%	\$0
1	Senior Secretary III at \$4,333 monthly at 100%	\$0
6	Supervising Deputy Probation Officers (SDPO) at \$6,333 monthly at 100%	\$0
55	Deputy Probation Officers (DPOII) at \$5,750 monthly at 100%	\$0
6	Intermediate Typist Clerk (ITC) at \$2,833 monthly at 100%	\$0
1	Administrative Services Manager I at \$6,250 monthly at 100%	\$0
1	Supervising Program Analyst at \$8,333 monthly at 100%	\$0
5	Program Analyst at \$5,833 monthly at 100%	\$0
Subtotal		\$0
Employee Benefits are from October 1, 2011 through September 30, 2012		
<u>No. of Staff</u>	<u>Position</u>	
1	Senior Probation Director at a benefit rate of 52.89%	\$0
1	Senior Secretary III at a benefit rate of 53.85%	\$0
6	Supervising Deputy Probation Officers (SDPO) at a benefit rate of 46.05%	\$0
55	Deputy Probation Officers (DPOII) at a benefit rate of 50.72%	\$0
6	Intermediate Typist Clerk (ITC) at a benefit rate of 55.88%	\$0
1	Administrative Services Manager I at a benefit rate of 54.66%	\$0
1	Supervising Program Analyst at a benefit rate of 54.00%	\$0
5	Program Analyst at a benefit rate of 45.71%	\$0
Subtotal		\$0
Total 3rd Year		\$0
GRAND TOTAL - Salaries/Employee Benefits		\$9,686,150

Attachment 2
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B. Operating Expenses Grant Period: October 1, 2009 - September 30, 2012	Grant	COST
1st Year Operating Expenses (October 1, 2009 - September 30, 2010)		
Bus passes (approximately 83 bus passes for two months at a rate of 60 per month rounded up)		\$10,000
The Change Companies Evidence-Based Practice (EBP) materials, facilitator guides, training if necessary. (\$94,074 * 3/12)		\$23,519
Indirect Cost for the operation and performance of the project; for operating and maintaining facilities, accounting and administrative services (10% of personnel salaries excluding benefits) (\$1,288,230)*(3/12)		\$32,205
Supplies for computers and/or basic office supplies such as paper, pencils/pens, Post It notes, desk, chair, computer components, computer table, printer, printer toner cartridges, telephone, appointment calendars, file folders, drawer file cabinets, printer paper, legal tablets, desktop file organizers, mailing envelopes, paper clips, rubber bands, correction fluid, highlighters, staplers, staples, staple removers, Scotch tape, and scissors (\$8,600 per position, 76 positions, for 12-month period prorated for a 3-month period) [(76*8,600)*3/12]		\$163,400
One Cal EMA sponsored training session (and/or required Cal EMA conference or workshop for 4 Probation staff). [\$1,200 for round trip airfare for 4 Probation Staff, (\$300*4); \$1,536 for lodging for two days, (\$192 per day*4*2); \$512 for meals (\$64 per day*4*2); \$96 for airport parking (\$12 per day*4*2); \$106 for incidental expense (\$13.25 per day*4*2); \$50 for mileage (.465 cents per mile *27*4)]		\$3,500
Training related costs for 64 Probation Staff required to implement and sustain the program (costs may include conference room rental, travel, per diem costs, meals, and mileage).		\$12,396
Total 1st Year		<u>\$245,020</u>
2nd Year Operating Expenses (October 1, 2010 - September 30, 2011)		
Bus passes (approximately 833 bus passes for two months at a rate of 60 per month rounded up).		\$100,000
The Change Companies Evidence-Based Practice (EBP) materials, facilitator guides, training if necessary. (\$94,074 * 9/12)		\$70,555
Indirect Costs for the operation and performance of the project; for operating and maintaining facilities, accounting and administrative services (5% of personnel salaries excluding benefits)		\$257,646
Supplies for computers and/or basic office supplies such as paper, pencils/pens, Post It notes, desk, chair, computer components, computer table, printer, printer toner cartridges, telephone, appointment calendars, file folders, drawer file cabinets, printer paper, legal tablets, desktop file organizers, mailing envelopes, paper clips, rubber bands, correction fluid, highlighters, staplers, staples, staple removers, Scotch tape, and scissors (\$8,600 per position, 76 positions, for 12-month period) [(76*8,600)]		\$653,600
Training related costs for 64 Probation Staff required to implement and sustain the program (costs may include conference room rental, travel, per diem costs, meals, and mileage).		\$12,396
Total 2nd Year		<u>\$1,094,197</u>

BUDGET CATEGORY AND LINE ITEM DETAIL

3rd Year Operating Expenses- (October 1, 2011 - September 30, 2012) The Change Companies Evidence-Based Practice (EBP) materials per probationer, facilitator guides, training.	\$0
Supplies for computers and/or basic office supplies such as paper, pencils/pens, Post It notes, desk, chair, computer components, computer table, printer, printer toner cartridges, telephone, appointment calendars, file folders, drawer file cabinets, printer paper, legal tablets, desktop file organizers, mailing envelopes, paper clips, rubber bands, correction fluid, highlighters, staplers, staples, staple removers, Scotch tape, and scissors.	\$0
Cal EMA sponsored training session, and all required Cal EMA training conferences and workshops for 5 Deputy Probation Officers (DPOs)	\$0
Audit as required and in accordance with Cal EMA's recipient handbook section 8100. (1.5% of the grant total.)	\$167,899
<p style="text-align: right;">Total 3rd Year</p>	<p style="text-align: right;"><u>\$167,899</u></p>
GRAND TOTAL - Operating Expenses	\$1,507,116

BUDGET CATEGORY AND LINE ITEM DETAIL

C. Equipment Period: October 1, 2009 - September 30, 2012	Grant COST
1st Year Equipment (October 1, 2009 - September 30, 2010)	\$0
2nd Year Equipment (October 1, 2010 - September 30, 2011)	\$0
3rd Year Equipment- (October 1, 2011 - September 30, 2012)	\$0
GRAND TOTAL - Equipment	\$0.00
TOTAL PROJECT COST	\$11,193,266